

City of Glendale

Human Resources Department



Activity Report

Fiscal Year 2012 - 2013

HUMAN RESOURCES ACTIVITY REPORT

FISCAL YEAR 2012 - 2013

July 1, 2012 - June 30, 2013

CIVIL SERVICE COMMISSION MEETINGS

TYPE OF MEETING*	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Regular Meetings Held	15	17
Special Meetings Held	2	1
Meetings Cancelled	9	7
TOTAL MEETINGS HELD	17	18

*The Civil Service Commission meets the 2nd and 4th Wednesdays of the month

RECRUITMENT, EXAMINATION AND SELECTION PROCESSES

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Targeted Outreach Events	5	10
Applications Filed	7,576	3,015
<i>Civil Service Recruitments (salaried)</i>	4,332	1,913
<i>Non-Civil Service Recruitments (hourly)</i>	3,244	1,102
Applications Accepted for Examination	3,762	1,323
<i>Salaried</i>	3,762	1,323
Examinations Administered	101	98
<i>Written</i>	14	23
<i>Oral</i>	42	48
<i>Evaluation</i>	24	16
<i>Performance</i>	20	11
<i>Assessment Center</i>	1	0
Applicants Examined	4,219	1,908
<i>Written</i>	2,768	1,002
<i>Oral</i>	621	570
<i>Evaluation</i>	44	41
<i>Performance</i>	710	295
<i>Assessment Center</i>	76	0
Applicants Passed - Placed on Eligible List	384	380
<i>Open</i>	216	213
<i>Promotional</i>	168	167

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FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Eligible Lists Established	96	72
<i>Open</i>	19	18
<i>Promotional / Open</i>	2	4
<i>Promotional</i>	49	48
<i>Reinstatement</i>	0	0
<i>Lay-Off</i>	26	2
Job Audits Completed	10	0

APPLICANT SERVICES

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Number of "hits" for Jobs on the City's website	217,205	244,666
Job Bulletins Posted / City Website (Internet)	38	38
Job bulletins Posted / City Intranet	50	89
Jobs Advertised on Channel 6	34	35
Twitter (number of followers)	656	446

PERSONNEL TRANSACTIONS

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
New Hires	144	192
<i>Salaried</i>	25	53
<i>Hourly</i>	119	139
Promotions (salaried only)	101	104
Transfers (salaried only)	47	12
<i>Intradepartmental Lateral Transfer</i>	0	0
<i>Interdepartmental Lateral Transfer</i>	0	2
<i>Lower Qualifications Transfer</i>	4	1
<i>Medical Transfer</i>	0	1
<i>Similar Qualifications Transfer</i>	23	3
<i>Transfer in Lieu of Lay-Off</i>	20	5

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FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Bump in Lieu of Lay-Off	20	0
Pay Group Changes (hourly to salaried)	7	8
Rehires	64	59
<i>Salaried</i>	3	1
<i>Hourly</i>	61	58
Reinstatements (salaried only)	1	2
TOTAL TRANSACTIONS	639	640

EMPLOYEE JOB PERFORMANCE EVALUATIONS

EVALUATION TYPE	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Probationary Reports	140	157
<i>3 month probationary</i>	61	76
<i>6 month probationary</i>	79	81
Final Probationary Reports	131	152
<i>6 month final probationary</i>	61	66
<i>12 month final probationary</i>	70	86
Annual Evaluation Reports	1,430	1,575
TOTAL EVALUATIONS	1,701	1,884

ADMINISTRATIVE ACTIVITIES

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Memoranda of Understanding Negotiated	7*	5
Labor Negotiation Sessions	21**	29
Meet and Confer Items with Employee Associations	14***	6
Civil Service Rule Amendments Adopted	0	0
ADA Interactive Meetings	9	19

*MOUs negotiated: GCEA (1); GMA General (1); GMA Safety (1); GPOA (1); GFFA (2; extension and amendment #5); IBEW (1 - Terms and Conditions of Employment)

**GCEA (8); GMA General (5); GMA Safety (2); GPOA (3); IBEW (3)

***Meet and Confers held: GCEA (2); GMA (2); GCEA & GMA (3); GPOA (1); GFFA (1); IBEW (5)

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EMPLOYEE SERVICES

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Exit Interviews	194	76
Service Awards (eligible)	261	308
Foreign and Sign Language Interpreters - Newly Certified to Translate	16	14

HUMAN RESOURCES & BENEFITS SERVICES

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Employee Orientation (Salaried)		
<i>Sessions Conducted</i>	4	5
<i>Number of Attendees</i>	30	54
Benefits Orientation (Salaried)		
<i>Sessions Conducted</i>	10	21
<i>Number of Attendees</i>	24	57

TRAINING AND DEVELOPMENT

FUNCTION / ACTIVITY	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Glendale University classes available	75	107
Number of Attendees	2,266	2,325
Glendale Leadership Academy classes	6	6
Number of Attendees	25	25
Glendale Supervisory Academy classes	11	11
Number of Attendees	26	28

DISCIPLINARY ACTIONS

DISCIPLINARY ACTION TYPE	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Orders of Removal	3	3
Rank Reduction (Demotion)	2	3

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DISCIPLINARY ACTION TYPE	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Step Reduction	5	4
Suspension	13	13
Mandatory Employee Assistance Program (EAP)	2	3
TOTAL DISCIPLINARY ACTIONS	25*	26

*A total of 23 employees received discipline; 2 employees received more than 1 discipline type

DISCIPLINARY ACTION APPEALS

APPEAL TYPE	DISPOSITION	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Orders of Removal	1 Appeal Filed - Withdrew Appeal		
	1 Appeal Filed - Appeal went to Hearing	2	2
Rank Reduction (Demotion)	1 Appeal Filed - Appeal went to Hearing	1	3
Step Reduction		0	0
Suspension		0	0
TOTAL APPEALS		3	5

CIVIL SERVICE COMMISSION HEARINGS

HEARING TYPE	DISPOSITION	FISCAL YEAR 2012 - 2013	FISCAL YEAR 2011 - 2012
Orders of Removal	1 Hearing - Decision Reached: Discharge		
	Overturned (<i>Appeal filed FY 2011-2012</i>)	2	2
	1 Hearing - Ongoing		
Rank Reduction (Demotion)	1 Hearing - Ongoing		
	1 Hearing - Decision Reached: Demotion	2	2
	Upheld (<i>Appeal filed FY 2011-2012</i>)		
Step Reduction		0	0
Suspension		0	0
TOTAL HEARINGS		4	4

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OTHER DISQUALIFICATION APPEALS

APPEAL TYPE	DISPOSITION	FISCAL YEAR 2012 - 2013		FISCAL YEAR 2011 - 2012
Occupational Medical Disqualification	1 Appeal Filed - Appeal Accepted	1		Previously Not Reported
Background Disqualification	1 Appeal Filed - Appeal Denied	1		Previously Not Reported
TOTAL APPEALS		2		0

FAILURES OF PROBATION & RESIGNATIONS DURING PROBATION

TYPE	FISCAL YEAR 2012 - 2013		FISCAL YEAR 2011 - 2012
Failed Probation	1		7
Failed Probation, returned to former position	0		2
Resignation during probationary period	6		6

SEPARATIONS

SEPARATION TYPE	FISCAL YEAR 2012 - 2013		FISCAL YEAR 2011 - 2012	
Retirements (Service or Disability)	178	11.99%	58	3.44%
Resignations	40	2.76%	39	2.32%
Discharges	4	0.27%	11	0.65%
Lay-Offs <i>14 Lay-Offs; 3 Rehired</i>	11	0.67%	7	0.42%
Other (Incarceration, Death, etc.)	0	0.00%	0	0.00%
TOTAL SEPARATIONS (SALARIED)	233	15.69%	115	6.83%

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COUNTS AND REASONS FOR SALARIED EMPLOYEE SEPARATIONS

DEPARTMENT	To Take Another Job *	Moving Out of Area *	To Attend School *		Family Responsibilities *	Health *	Dissatisfaction *	Resignation In Lieu of Discharge/Removal ***	Failed Probation or Discharge/Removal ***	Service Retirement **	Disability Retirement **	Death ****	Incarceration ****	Lay-Off *****	Misc. (not one of the other categories or no reason listed) *	TOTAL FOR FISCAL YEAR
City Attorney (Legal)										1						1
City Clerk										1						1
City Treasurer	2									2						4
Community Development	1									16						17
Community Services & Parks	2			3		1				21				1		28
Finance & Administrative Services	1						1		1	4				2		9
Fire (Non-Sworn)					1		1			3						5
Fire (Sworn)		1								17						18
Glendale Water & Power	7	1	1				4			58				8		79
Human Resources	1				1					4						6
Information Services	1									2						3
Library	1									7						8
Management Services	1									5						6
Police (Non-Sworn)	2		1		1		1		2	4						11
Police (Sworn)	1						1		1	7						10
Public Works								1		26						27
TOTAL FISCAL YEAR	20	2	2	3	3	1	8	1	4	178	0	0	0	11	0	233

*Resignation

**Retirement

***Discharge

****Other

*****Lay-Off

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EMPLOYEE SEPARATION STATISTICS

DEPARTMENT	Salaried Employee Count	Fiscal Year Retirements	Fiscal Year Resignations	Fiscal Year Discharges	Fiscal Year Lay-Offs	Fiscal Year Other (Death, Incarceration, Etc.)	Fiscal Year Total	Percent Turnover *
City Attorney (Legal)	17	1					1	5.88%
City Clerk	7	1					1	14.29%
City Treasurer	4	2	2				4	100.00%
Community Development	95	16	1				17	17.89%
Community Services & Parks	97	21	7				28	28.87%
Finance & Administrative Services	33	4	2	1	2		9	27.27%
Fire (Non-Sworn)	40	3	2				5	12.50%
Fire (Sworn)	149	17	1				18	12.08%
Glendale Water & Power	295	58	13		8		79	26.78%
Human Resources	21	4	2				6	28.57%
Information Services	47	2	1				3	6.38%
Library	49	7	1				8	16.33%
Management Services	20	5	1				6	30.00%
Police (Non-Sworn)	109	4	5	2			11	10.09%
Police (Sworn)	235	7	2	1			10	4.26%
Public Works	266	26	1				27	10.15%
TOTAL FISCAL YEAR	1484	178	41	4	10	0	233	15.70%

*Percent Turnover is based on salaried employee count and refers to separations from City employment.